**Information Technology**

**Unit 4, AO2, Outcome 2**

**Evaluate the effectiveness of the strategies used by an organisation to manage the storage, communication and disposal of data and information, and recommend improvements.**

Chapter 7, Storage, communication and disposal of data and information

**Organisational Goals and Information Systems**, p 204

1. **Explain the difference between an organisational goal and a mission statement.**

A mission statement defines an organisations purpose or what it is trying to achieve, which is usually to make a profit. An organisational goal determines how an organisation will attempt to achieve its mission.

1. **How does an information system support an organisational goal?**

An information system requires a system goal which explains a specific role of the information system in achieving the organisational goal, and the company’s mission to gain profit.

**Legal obligations of organisations and individuals,** p 205

Privacy Act 1988

1. **List the 3 main areas of the Privacy Act 1988.**

* Protection of an individual’s private information
* Information about individuals “credit-worthiness” is held by the credit reporting agencies and credit providers
* Safeguard the information collected and used by an individual’s tax file number

1. **Fig 7.3 summarises the key areas covered by the Privacy Act. Briefly indicate the obligations of the Act in relation to the acquisition, storage, communication and disposal of information.**

**Acquisition:**

All information collected must have a lawful purpose

Collector must identify why the information has been collected

Information must be relevant to its purpose

**Storage:**

Records must be stored and protected safely

Records keepers must control all records

**Communication:**

Individuals are entitled to see their information

Records are to be up-to-date and completed

Information must not be used unless it has been checked for errors

**Disposal:**

Information may not be kept unless it is relevant

Information may not be used other than for what it was collected

Information may not be disclosed to anyone without consent

Privacy Amendment (Private Sector) Act 2000

1. **Why was this Act introduced?**

The Privacy Amendment was introduced as a modification of the Privacy Act to deal with concerns over the collection and handling of data by non-government and private organisations. The Privacy Act had previously only identified the handling of data by governmental organisations which resulted in criticisms as private organisations were not required to apply safeguards to private information.

1. **List the areas this Act deals with.**

This Act deals with the privacy of electronic commerce and manual or conventional forms of data by private organisations. It also has provisions on the handling of personal information through email and extends to the general privacy of those in the workplace. Also, websites must display a private policy on the site of the data that is gathered, both from user and the automatic logging.

1. **What is the impact upon the workplace of this act?**

Employers must have a clear policy on what activities involving the gathering of data and information is allowed by the organisations systems and how the data is logged.

Information Privacy Act 2000

1. **Describe the role and scope of this legislation.**

The Information Privacy Act 2000 outlines the privacy obligations of the state government agencies and the contractors who work for the government.

1. **How does this legislation differ from the Privacy Act 1988?**

As the IPA is developed by the Victorian government, its policies are customised from the Privacy Act 1988 to suit Victorians.

1. **What are the penalties for breaching this Act?**

An organisation that does not comply with this Act, results in a maximum penalty of $300,000, with non-corporate offences paying $60,000.

Health Records Act 2001

1. **Describe the role and scope of this legislation.**

The Health Record Act 2001 was passed by the Victorian government to protect patients’ medical records. The HRA allows patients to access their own medical information, and the collection, use and storage of this information still applys with the IPA.

1. **Under what circumstances can health information be provided to third parties without your consent?**

Medical information may be provided to a third party only in an emergency in which the individual cannot give their concent, where there life is threatened, a serious threat to public health and welfare has developed, for research in the public’s interest, and when the individual is under investigation of illegal activities.

Copyright Act 1968

1. **Define intellectual property?**

Intellectual property is any product of human thought that is unique and not self-evident.

1. **What is the Copyright Amendment (Digital Agenda) Act 2000 designed to protect?**

The Copyright Amendment is designed to protect the work of an individual that was produced, stored or transmitted digitally by the individual.

1. **What does the Act not cover?**

The Act does not cover the ideas, concepts, styles, techniques, information, names, titles, slogans, people and image of people.

1. **For how long does copyright apply?**

Copyright generally applies for the life of the creator plus 70 years after their death.

1. **When is copyright infringed?**

Copyright is infringed only if the material is used without the creators permission.

1. **List the new exemptions relating to personal use of recorded works.**

* Consumers are able to make copies of the works they have purchased and transfer them to other formats for their personal use.
* Transfer tapes and records to an electronic format and convert VHS tapes to DVD.
* Record television and radio programs or watch or listen to it at a later time.

1. **List how copyright applies to music, computer games and computer software.**

**Music:**

An individual is able to copy music or convert it to an electronic format for their personal use. Music is able to be downloaded via the internet only if they have permission by the copyright holder.

**Computer games:**

An individual is able to backup their purchased games, but are unable to copy the artistic works that may also be on the media without permission. It is also illegal to give an infringing copy of the game to another individual.

**Computer Software:**

An individual is allowed to make a backup copy of the software only. They are not allowed to bypass the copy protection features in order to make their copy. It is illegal to distribute copies to other people.

For each breach of privacy below, suggest under which privacy law it would be covered:

a) You find that your employer has published your tax file number on the Internet.

Privacy Amendment (Private Sector) Act 2000

(b) Medical records are found at the tip.

Health Records Act 2001

(c) A bank refuses to give you a loan because the manager claims your credit record is poor, when it should actually be very good.

Information Privacy Act 2000

(d) A consultant working for the Victorian government passes on your VCE results to a friend without your permission.

Information Privacy Act 2000

(e) A website you visit asks for personal information from you, but does not display its privacy policy.

Privacy Amendment (Private Sector) Act 2000

(f) A friend makes a copy of a music CD for you.

Copyright Act 1968